

# Memorandum

**To:** Council  
**From:** Ken Coleman  
**Date:** September 22, 2006  
**Re:** Computer Services



The City's Computer/Phone Working Group has solicited informal bids from two vendors to perform a computer system evaluation. The group felt that by having a third party provide this review we would be in a better position to determine future service needs.

Up to this point the City has bid out the computer services as a whole. With a recommendation by the current service provider to develop an IT help desk service it is necessary that the committee determine the best way to divide these duties. This evaluation will assist us in bidding out network support and review project future system requirements.

The proposal included in your packets is the only response received. We feel it is important to conduct this evaluation prior to bidding out service for 2007. The funding for performing this task is recommended to come from shifting allocated funds from the Capital Improvements line item 01-0039-9607 for the ITI Upgrade to the General Services line item 01-0007-4350 Other Purchased Services.

**Staff recommends reallocation of funds for this purpose and awarding the informal bid to Networks Unlimited for a network and communications assessment.**